



**EXECUTIVE ORDER NO. PCG-13
SERIES OF 2020**

AN EXECUTIVE ORDER PROVIDING GUIDELINES FOR THE IMPLEMENTATION OF FOUR-DAY WORKWEEK FROM MONDAY TO SATURDAY FOR ALL OFFICIALS AND EMPLOYEES OF THE PASIG CITY GOVERNMENT

WHEREAS, the World Health Organization (WHO) has characterized the Coronavirus disease (COVID-19) outbreak a pandemic due to the alarming levels of spread and severity, and by the alarming levels of inaction;

WHEREAS, President Rodrigo R. Duterte on 12 March 2020 has raised the alert level for the COVID-19 in the country to Code Red Sublevel 2 in the country and has imposed community quarantine the entire National Capital Region;

WHEREAS, as of 12 March 2020, five (5) individuals have been confirmed infected with the virus within the territorial jurisdiction of Pasig City, calling for critical preparedness, readiness and response actions from the local government;

WHEREAS, Section 7 of Executive Order No. PCG-11 entitled: *An Executive Order for the Management and Control of the Coronavirus disease 2019 (COVID-19) and for Other Purposes* issued on 13 March 2020 mandated the adoption of a six-day, ten-hour work schedule to ensure efficient local government operations;

NOW, THEREFORE, I, VICTOR MA. REGIS N. SOTTO, Mayor of the City of Pasig, by virtue of the power vested in me by law, do hereby order:

Section 1. Modified Working Hours. The Four-Day Workweek Scheme is hereby adopted and implemented in the City Government of Pasig for the duration of the State of Health Emergency.

Section 2. Coverage. This modified workweek applies to all officials and employees of the City Government of Pasig, regardless of status of appointment.

Section 3. Guidelines. The Four-Day Workweek shall be governed by the following guidelines:

1. The Four-Day Workweek scheme shall be any day from Monday to Saturday, while working hours in a day is either from 7 am to 6 pm, 8 am to 7 pm or 9 am to 8 pm, which must be distributed proportionately to all staff in every office;
2. It shall be the responsibility of the heads of office to determine the four (4) working days and hours of each of their subordinate staff and must submit the same to the City HRDO, which may be any of the following:



- a) **Working days:** Monday to Thursday; Tuesday to Friday; Wednesday to Saturday; and any 4-day (intermittent) from Monday to Saturday
- b) **Working Hours:** 7 am to 6 pm; 8 am to 7 pm; and 9 am to 8 pm
3. All heads of office must ensure that their respective offices shall have uninterrupted services from 7 am to 8 pm from Monday to Saturday;
 4. There shall be no work during Sundays and Holidays, unless highly necessary;
 5. Employees must render not less than ten (10) hours of work a day, exclusive of meal periods. They may report for work anytime from 7 to 9 am and end work anytime between 6 to 8 pm after completing the ten-hour workday, depending on work schedule of employee/s in their office;
 6. Employees who do not complete 10 hours in one workday shall be considered late or undertime. Off-setting of tardiness or undertime shall not be allowed;
 7. The official one meal (or lunch) break of an employee shall be after his/her first continuous 5-hour work;
 8. One day absence shall be considered as a ten-hour absence, and shall be deducted proportionately from the employee's leave credit;
 9. There shall be overtime services to be implemented for the meantime, except those rendering basic services, such as in health-related units, law enforcement units, DRRMO and similar units;
 10. Employees who are authorized to report for work on their scheduled day-off shall be compensated via **Compensatory Time-Off (CTO)**, equivalent to number of days/hours of actual services rendered;
 11. Employees and those on job orders shall be reassigned to offices / units that are vital in the delivery of basic services, or be shifted to other working hours, in the exigency of service;
 12. For those rendering basic services, such as in DRRMO, hospitals and certain health centers, they must be operational 24/7. Each employee of said offices however, may also observe above working hours; and
 13. Work services of SPES, GIP, OJT and other trainees are temporarily suspended, until further notice.



SECTION 4. Dissemination. Copies of this Executive Order shall be furnished within seventy-two (72) hours from its issuance to the Office of the President and the Metro Manila Development Authority for their information and guidance, pursuant to Sec. 455 (l)(xii) of the Local Government Code, as amended.

SECTION 5. Effectivity. This shall take effect starting 17 March 2020 and shall remain in effect until the lifting of the National Government of the COVID-19 Code Red sublevel 2.

DONE this 13th day of March 2020 at the City of Pasig, Metro Manila.


VICTOR M.A. REGIS N. SOTTO
City Mayor

